

81-192M



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Georgia Department of Education
Office of Administrative Services
Twin Towers East
Atlanta, Georgia 30334

Werner Rogers
State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr.
Associate State Superintendent

M E M O R A N D U M

TO: Arvil Ensley
Budget and Accounting Officer
Board of Postsecondary Vocational Education

FROM: Vickie Oakes ^{Y.O.}
Records Management Officer
Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	<u>81-192</u>
81-71	81-179A	81-226
81-108	81-180A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

1. 76-RM-1 - "Scheduling Procedures"
2. 82-RM-2 - "Finance and Fiscal Files Supplement"
3. 82-RM-4 - "Statewide Commons Supplement"
4. 79-RM-1 - "State Records Services Handbook"



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational Program Management Atlanta, Georgia	Application Number 81-192	
Application Number		Date Received MAR 2 1981	Date Completed MAR 26 1981
2. Person to Contact Ray Greeson		Working Title Regional Director	Telephone Number 656-2550
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ 1978 _____ Present		5. Records Series Title (followed by title used in office, if different) Postsecondary Vocational Education Local Application for State and Federal Vocational Education Funds Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Program Management provides direction, policies and procedures for development and delivery of Vocational Education; coordinates with local school systems and the federal government in all areas of vocational education including budget preparation; allocates grant funds and approves disbursement; provides technical assistance in program development; provides liaison and coordination in planning and management of vocational programs; recommends certification standards and staff development activities.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Managing the administration of postsecondary vocational programs at the local level including budget preparation and monitoring expenditure and payroll information. Included are: DE Form 0138 "Personnel Agreement/Termination"; DE Form 0626 Local Application for State and Federal Vocational Funds, grant budget (DE Form 0448 data and amendments; Teacher Renewal contract printout (EDVT0510-R or current equivalent); planning sheet reflecting statistical data; local application review - Sex Equity; and related correspondence. File is arranged: Chronologically by Fiscal Year; then by Region; then alphabetically by system name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers 3 ; Legal-size drawers _____; Shelves _____; Other (specify) 6-7 linear feet			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 3 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 2 _____ year(s); then
- ☒ Destroy.
- Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>R. G. Laris</i>	3/2/81	<i>Walker L. Baumgardner</i>	3-2-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
State Auditor/Designee		<i>[Signature]</i>	3-25-81
Secretary of State/Designee		<i>Carole Hart</i>	3-25-1981
Attorney General/Designee		<i>[Signature]</i>	3-25-81